



## **St Malachy's College: Appeals against Internal Marking (GCE/GCSE coursework/controlled assessment non-examination assessments)**

St Malachy's College is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. St Malachy's College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his work, he may make use of this appeals procedure. N.B: **An appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body**

1. Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
2. Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of the marks to the relevant awarding body.
3. Appeals must be made in writing to the Principal/Vice Principal within 5 days before the submission date to the awarding body.
4. The Principal will appoint a senior member of staff, e.g The Curriculum Vice Principal to conduct the investigation. The senior member of staff will have had no involvement in the internal assessment process for that subject.
5. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject specific associated documents.
6. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to internal assessment procedures.
7. The outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the awarding body

upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

Please Note: After a candidate's work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

## **2021-22 Review Deadlines:**

Candidates must be informed of Coursework Results:

Deadline for candidates to submit an appeal: Within 5 days of the submission date to the awarding body.

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| Collection of Samples  | <ul style="list-style-type: none"><li>• 3 May 2022 - General Qualifications GCE/GCSE</li><li>• 5 May 2022 - GCE Health &amp; Social Care</li></ul>  |
| Collection of samples (for sampling on the mark units only)      | <ul style="list-style-type: none"><li>• 6 May 2022 – GCSE English Language GEN31</li><li>• 6 May 2022 – GCSE English Literature GEL31</li><li>• 6 May 2022 – GCSE Drama G9261</li><li>• 6 May 2022 – GCSE Gaeilge G9573</li><li>• 6 May 2022 – GCSE Moving Image Arts G9532</li></ul> |
| Closing date for upload of samples (for eSubmission units only). | <ul style="list-style-type: none"><li>• 6 May 2022 - GCSE Music G9712</li><li>• 6 May 2022 – GCSE Digital Technology GDG31/51</li><li>• 6 May 2022 – GCSE Gaeilge G9571</li><li>• 6 May 2022 – GCE Digital Technology ADT21</li></ul>   |